

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Volunteer Coordinator
Economic Development/Farm Museum

An Equal Opportunity Employer

Volunteer Coordinator – Economic Development/Farm Museum

\$13.51 hourly (Grade C05), 28 hours per week, *part-time position*

Hours are typically Tuesday through Friday from 9:00 am – 4:30 pm with weekends as needed

Apply by 5:00 pm on Monday, February 21, 2022

The Department of Economic Development is currently searching for a Volunteer Coordinator to work at the Carroll County Farm Museum, located at 500 S. Center Street, Westminster, Maryland 21157.

As the Volunteer Coordinator, you will serve as the staff liaison to Museum volunteers. Duties include attracting, training and scheduling volunteers to assist at Museum events; tracking volunteer hours and recognizing volunteers for their service. Some weekend work is expected as part of the Museum's schedule.

The ideal candidate for this opportunity will have strong customer service skills and be able to communicate well with a variety of volunteers including youth earning school service hours. The Volunteer Coordinator must be competent using computer software including Office 365 programs.

Click [here](#) for the full job description

Qualifications:

1. High School diploma or general education diploma (GED)
2. At least two years' experience in a customer service setting
3. Experience with volunteer coordinator or in a museum setting preferred*
4. Valid driver's license
5. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)*
- ✓ Low-cost dental insurance*
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

**Part-time employees are eligible for employee only coverage*

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.